

# FedDebt Online Functionality

## Manually Entering Agency Payments

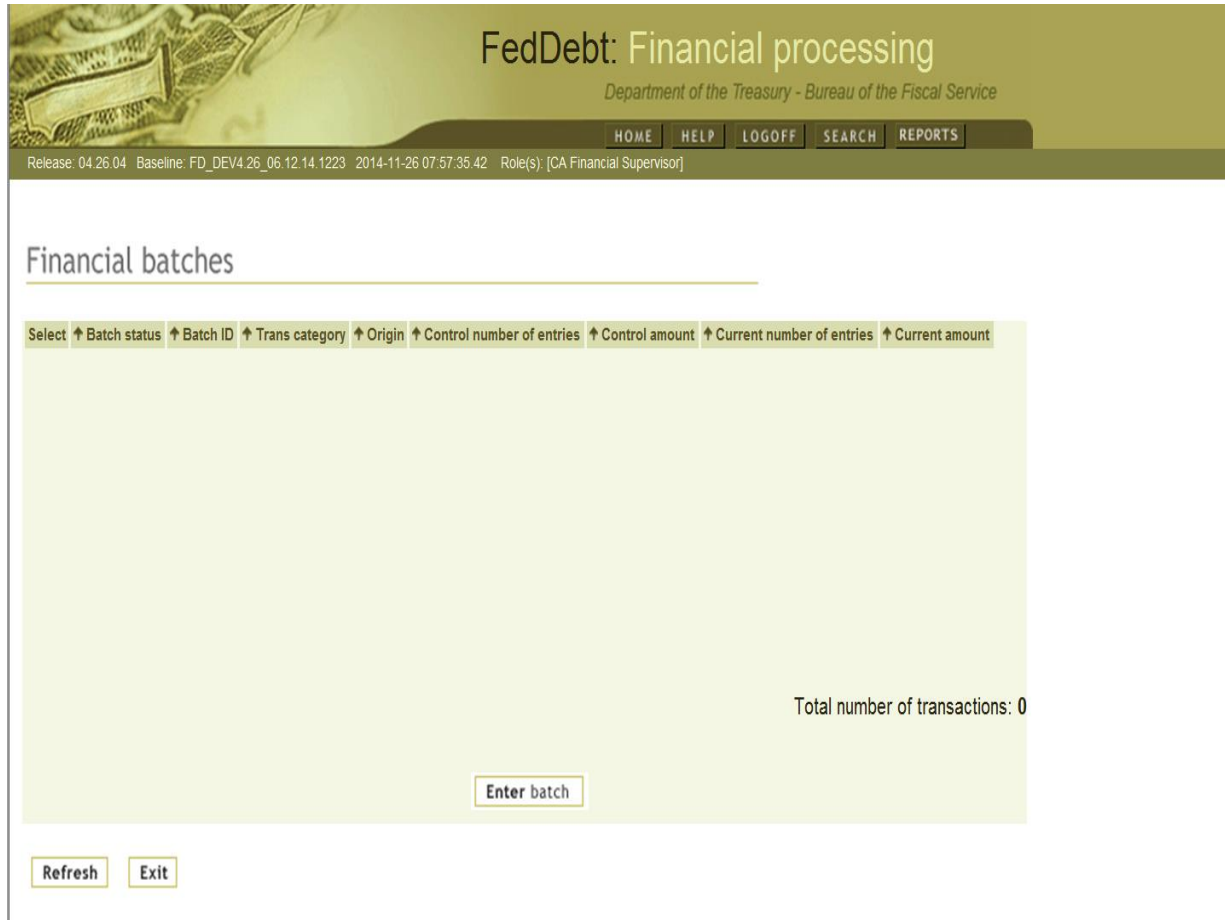
1. Select “**Financial transactions**” under the “**Financial processing**” heading.

**Note: The Creditor Agency Financial Supervisor is the only FedDebt role that can perform financial transactions.**



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2. User will be directed to the “**Financial batches**” screen. Select, “**Enter batch**”.



The screenshot displays the FedDebt Financial processing interface. At the top, the header reads "FedDebt: Financial processing" with the subtitle "Department of the Treasury - Bureau of the Fiscal Service". Navigation links for HOME, HELP, LOGOFF, SEARCH, and REPORTS are present. A status bar shows release and baseline information, along with the user role "[CA Financial Supervisor]".

The main section is titled "Financial batches". It features a table with the following headers: Select, Batch status, Batch ID, Trans category, Origin, Control number of entries, Control amount, Current number of entries, and Current amount. The table body is currently empty.

At the bottom right of the table area, it states "Total number of transactions: 0". A button labeled "Enter batch" is located at the bottom center of the table area. Below the table, there are "Refresh" and "Exit" buttons.

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3. User will be directed to the **“Create financial batch”** screen.
4. Select the transaction type (**ADJ-Adjustment, PMT-Payment or REV-Reversal**) from the **“Transaction category”** drop down box.
5. Select **“AGCY – Agency”** from the **“Origin”** drop down box.
6. Enter the number of transaction being performed in the **“Control number of entries”** field.
7. Enter the dollar amount of the transaction in the **“Control dollar amount”** field.  
**Note: Only numerical digits are to be used in this field. Using “\$” will result in an error message.**
8. Select **“Create batch”**.

The screenshot shows the 'FedDebt: Financial processing' web application interface. The header includes the title 'FedDebt: Financial processing' and the subtitle 'Department of the Treasury - Bureau of the Fiscal Service'. Below the header is a navigation bar with links: HOME, HELP, LOGOFF, SEARCH, and REPORTS. A status bar at the top left displays release and baseline information: 'Release: 04.26.04 Baseline: FD\_DEV4.26\_06.12.14.1223 2014-11-26 07:59:33.855 Role(s): [CA Financial Supervisor]'. The main content area is titled 'Create financial batch' and contains a form with the following fields:

- \* Transaction category: PMT - Payment (dropdown menu)
- \* Origin: AGCY - Agency (dropdown menu)
- \* Control number of entries: 1 (text input)
- \* Control dollar amount: 55.00 (text input)

A note below the fields states: '\* indicates a required field.' At the bottom of the form are two buttons: 'Create batch' and 'Cancel'.

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9. User will be directed to the “**Financial batch entry**” screen.
10. Select the type of transaction from the “**Transaction type**” drop down box.
11. Select “**Add entry**”.

The screenshot displays the FedDebt Financial processing interface. At the top, the header reads "FedDebt: Financial processing" with the subtitle "Department of the Treasury - Bureau of the Fiscal Service". Navigation links for HOME, HELP, LOGOFF, SEARCH, and REPORTS are visible. A status bar shows release and baseline information, along with the user role: [CA Financial Supervisor].

The main section is titled "Financial batch entry". It displays transaction details: Transaction category: PMT, Origin: AGCY, Batch number: PMT20141126C0000620431, Batch status: Pending, and Program: 01/X201/FDR/XZ1T.

Control fields are shown: Control number of entries: 1, Control dollar amount: \$55.00, Current number of entries: 0, Current dollar amount: \$0.00, Remaining entries: 1, and Remaining dollar amount: \$55.00.

A table header is visible with columns: Sel, Status, Type, FedDebt case ID, Originating transaction ID, Instrument number, Transaction amount, App, RPS, and User ID.

The Transaction type dropdown menu is open, showing options: MIAPT - Manual Identified Agency Payment and MADPMT - Manual Agency Dispute Payment. An "Add entry" button is next to the dropdown.

Footnote: \* indicates a required field. RPS - Reverse Payment To Suspense.

Buttons at the bottom: Save batch as pending, Refresh, and Cancel.

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12. User will be directed to the “**Create MIAPT transaction**” screen.
13. Enter the date the debtor made the payment in the “**Payment date**” field.  
**Note: Entering a date prior to debt referral will result in an error message.**
14. Enter the appropriate “**FedDebt Case ID**” in the corresponding field.
15. Select “**Next**”.

The screenshot displays the 'FedDebt: Financial processing' web application interface. The header includes the title 'FedDebt: Financial processing' and the subtitle 'Department of the Treasury - Bureau of the Fiscal Service'. A navigation bar contains links for HOME, HELP, LOGOFF, SEARCH, and REPORTS. Below the navigation bar, a status bar shows release and baseline information, and the user's role as '[CA Financial Supervisor]'. The main content area is titled 'Create MIAPT transaction' and contains a form with the following fields:

- \* Payment date:  (mm/dd/yyyy)
- \*\* FedDebt Case ID:
- \*\* Payment Agreement ID:

Below the form fields, there are two lines of explanatory text:

- \* indicates a required field. \*\* enter data in one of these fields if payment is not being apportioned.
- \*\* payment agreement id is required for payment agreement payment.

At the bottom of the form, there are three buttons: 'Next', 'Apportion payment', and 'Cancel'.

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16. User will be directed to the “**Enter manual identified agency payment (MIAPT)**” screen.
17. Enter the amount of the payment in the “**Payment amount**” box.
18. Select the method of payment (**Bank Check, Certified Check, Credit Card, Money Order, Other Instrument, Personal Check or Wired EFT**) from the “**Instrument type**” drop down box.  
**Note: If Credit Card payment is selected then “Credit Card Type” (American Express, Bloomindales, Diner’s Club, Discover, MasterCard or Visa) must be selected.**
19. If the instrument type is a check, enter the check number in the “**Instrument Number**” box.
20. Select “**Save**”.

The screenshot shows the FedDebt: Financial processing web application interface. The header includes the title 'FedDebt: Financial processing' and the subtitle 'Department of the Treasury - Bureau of the Fiscal Service'. Below the header is a navigation bar with links: HOME, HELP, LOGOFF, SEARCH, and REPORTS. A status bar at the bottom of the header displays release and baseline information, along with the user's role: [CA Financial Supervisor].

The main content area is titled 'Enter manual identified agency payment (MIAPT)'. It displays the following information:

- Origin: AGCY FedDebt case ID: 2014002701A Payment date: 10/21/2014
- Debtor name: Debtor, George
- Bureau: General Training
- Program: FedDebt Accounts Receivable

The form contains several input fields, some marked with an asterisk (\*) to indicate they are required:

- \* Payment amount: 55.00
- \* Instrument type: Bank Check (dropdown menu)
- \* Instrument number: 5623
- SF 215 number: (empty text box)
- Lockbox ID: (empty text box)

Below these fields, there is a section for credit card payments:

- If type is credit card:
- \* Credit card type: (dropdown menu)
- \* Authorization number: (empty text box)


A note at the bottom left states: \* indicates a required field.

At the bottom of the form are three buttons: Save, Previous, and Cancel.

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21. User will be directed to the “**Financial batch entry**” screen.

22. Select “**Cancel**”.



### FedDebt: Financial processing

Department of the Treasury - Bureau of the Fiscal Service

[HOME](#) [HELP](#) [LOGOFF](#) [SEARCH](#) [REPORTS](#)

Release: 04.26.04   Baseline: FD\_DEV4.26\_06.12.14.1223   2014-11-26 11:25:11.025   Role(s): [CA Financial Supervisor]

#### Financial batch entry

Transaction category: **PMT**   Origin: **AGCY**   Batch number: **PMT20141126C0000620431**   Batch status: **Pending**  
Program: **01/X201/FDR/XZ1T**

\* Control number of entries:

\* Control dollar amount:

Current number of entries: **1**

Current dollar amount: **\$55.00**

Remaining entries: **0**

Remaining dollar amount: **\$0.00**

Sel	Status	Type	FedDebt case ID	Originating transaction ID	Instrument number	Transaction amount	App	RPS	User ID
<input type="radio"/>	Ready to Post	MIAPT	2014002701A	M00000000017485418	5623	55.00			saic60

Transaction type:

Add entry

Remove entry

Show apportionment detail

Case financial history

Notes

Edit transaction

\* Indicates a required field.  
RPS - Reverse Payment To Suspense

Save batch as pending

Refresh

Cancel

## FedDebt Online Functionality Manually Entering Agency Payments

23. User will be directed to the “Financial batches” screen.

24. Select Exit.

**Note: The Creditor Agency Financial Supervisor who enters a batch cannot approve the batch. This is due to a system of checks and balances.**

The screenshot displays the 'FedDebt: Financial processing' interface. The header includes the title 'FedDebt: Financial processing' and the subtitle 'Department of the Treasury - Bureau of the Fiscal Service'. Below the header is a navigation bar with buttons for HOME, HELP, LOGOFF, SEARCH, and REPORTS. A status bar at the bottom of the header shows release and baseline information, and the user's role: [CA Financial Supervisor].

### Financial batches

Select	Batch status	Batch ID	Trans category	Origin	Control number of entries	Control amount	Current number of entries	Current amount
<input type="radio"/>	Pending	PMT20141126C0000620431	PMT	AGCY	1	55.00	1	55.00

Total number of transactions: 1

Buttons at the bottom of the screen include: Enter batch, Edit batch, Remove batch, Save batch as pending, Approve and process batch, Notes, Refresh, and Exit.